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## COVER PAGE

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- BOX 1 Candidate/Slate:** Enter the name of the candidate. For a slate of candidates, enter only the last names of the two slate members.
- Committee:** Enter the name of the campaign committee, if applicable.
- Date of Birth:** Enter the Month/Day/Year the candidate was born. For a slate of candidates, list only the date of birth of the candidate for Governor.
- KREF Filer #:** Enter the KREF filer number assigned by the Registry.
- Office Sought:** Enter the name of the office sought as shown on the campaign filing papers.
- District/Division:** Enter the district or division number, if applicable.
- County of Residence:** Enter the county name of the candidate's main residence. For a slate of candidates, enter only the county of residence of the candidate for Governor.
- Political Party:** Enter the name of the political party affiliated with the campaign. If non-partisan, list N/A.
- BOX 2** Enter the complete mailing address for the campaign and a daytime telephone number.
- BOX 3** Enter the name and complete mailing address for the treasurer and a daytime telephone number.
- BOX 4** Enter the beginning and ending date for this statement. These dates should be consecutive from one report to the next.
- BOX 5 Date of Election:** Enter the Month/Day/Year of the election covered by this statement.
- Statement relates to:** Check one of the four boxes to identify the election pertained to by this report.
- BOX 6 Type of statement:** Check one of the boxes to identify the type of statement being filed.
- For the final campaign finance report, also check box "g" and fill in the Month/Day/Year the campaign account was closed and all campaign activity ceased.
- For an amended report, check the appropriate box for the reporting period being amended and also check amendment box "h."
- BOX 7** The election finance statement must be signed and dated by either the candidate or the campaign treasurer. The name of the person signing the report must be printed or typed and that person must provide his/her authorized signature and indicate the Month/Day/Year the signature was applied.

Note that the election finance statement should only include information for the reporting period shown on the cover page.

If the campaign had no activity during this reporting period, complete only the Cover Page and the Summary Page. Enter - 0 - in receipts, enter - 0 - in disbursements, and enter the ending balance from last report on Lines 6 and 10 of the balance statement.

Use only those pages that apply to your campaign during this reporting period.

You may duplicate these schedules as needed.

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## SUMMARY PAGE

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

#### **RECEIPTS** – these Summary Page instructions refer to Column 1

- **Line 1a:** Transfer the total **itemized** receipts from Schedule 1A, Item 4a.
- **Line 1b:** Transfer the total **other** receipts from Schedule 1A, Item 4c.
- **Line 1c:** Enter the total **cash** receipts. Record the number of cash contributions this period on the Line 1c space provided. (Note that any cash contribution which campaign records cannot attribute to a specific contributor by name and address must be classified as anonymous cash and must be reported as part of the total on Line 1d.)
- **Line 1d:** Enter the total of all **anonymous cash** receipts. Record the number of anonymous cash contribution transactions this period on the Line 1d space provided.
- **Line 1e:** Enter the total of all **unitemized** monetary receipts. Record the number of unitemized contribution transactions this period on the Line 1e space provided.
- **Line 1f:** Transfer the total **PAC** receipts from Schedule 1B, Item 4a.
- **Line 1g:** Transfer the total **Executive Committee** receipts from Schedule 1C, Item 3a.
- **Line 1h:** Transfer the total **Caucus Campaign Committee** receipts from Schedule 1D, Item 3a.
- **Line 2:** Enter the total of all the amounts in Column 1. This figure is the total receipts for the period.

#### **DISBURSEMENTS** – these Summary Page instructions refer to Column 1

- **Line 3:** Enter the total from Schedule 2, Item 4. This figure is the total disbursements for the period.

#### **IN-KIND CONTRIBUTIONS** – these Summary Page instructions refer to Column 1

- **Line 4a:** Transfer the total **itemized** in-kind receipts from Schedule 1A, Item 4b.
- **Line 4b:** Transfer the total **PAC** in-kind receipts from Schedule 1B, Item 4b.
- **Line 4c:** Transfer the total **Executive Committee** in-kind receipts from Schedule 1C, Item 3b.
- **Line 4d:** Transfer the total **Caucus Campaign Committee** in-kind receipts from Schedule 1D, Item 3b.

#### **DEBTS AND OBLIGATIONS**

- **Line 5:** Transfer the total debts owed by the campaign from Schedule 4, Item 7.

#### **BALANCE STATEMENT**

- **Line 6:** Transfer the ending balance from the last finance statement Summary Page Line 10.
- **Line 7:** Transfer the total monetary receipts from Line 2, Column 1 of the Summary Page.
- **Line 8:** Enter the total of Line 6 and Line 7.
- **Line 9:** Transfer the total disbursement amount from Line 3, Column 1 of the Summary Page.
- **Line 10:** Enter the total of Line 8 minus Line 9. This is the ending balance for this reporting period.

If this is the first election finance statement filed, copy the figures in Column 1 to Column 2.

For each subsequent election finance statement, add the Column 2 figures of the prior statement to the Column 1 figures of the current statement. This is the total of Column 2 for the current statement.

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## ITEMIZED RECEIPTS SCHEDULE 1A

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

*Contributions are required to be itemized when the cumulative contribution from an individual has exceeded \$100 during the course of an election.*

*Refunds of contributions are recorded as "receipts adjustments" here on Schedule 1A and not as expenditures on Disbursement Schedule 2.*

*Refunds of amounts disbursed by the campaign are recorded as "disbursement adjustments" on Disbursement Schedule 2, not as receipts on Schedule 1A.*

### BOX 1

- Enter the name and complete address of each contributor along with the contributor's occupation and the name of the contributor's employer.
- The contributor's occupation must be specific. If the contributor is self-employed, list the name under which the contributor is doing business. The term "businessman" is not acceptable.

#### **ADDITIONAL REQUIREMENTS ONLY FOR SLATES AND STATEWIDE CANDIDATES**

Box 1b must list the marital status of the contributor (enter **S** for single or **M** for married). If the contributor is married, list the contributor's spouse's name, occupation and employer.

**BOX 2** Enter the date of receipt (Month/Day/Year) of each itemized contribution or other receipt.

**BOX 3** Check one of the boxes to disclose which type of itemized receipt the campaign is reporting:

- *Direct from Candidate* for a contribution from the candidate to the campaign account.
- *Loan from Candidate* for a loan from the candidate to the campaign account.
- *Direct from a person or authorized entity* for a contribution received directly from an individual or contributing organization.
- *From Fundraising Event* for a contribution received in conjunction with a campaign event.
- *From Fundraiser Person* for a contribution raised by a registered fundraiser person.
- *In-kind Contribution* for a non-monetary contribution received by the campaign.
- *Other* for a type of receipt other than those listed above along with a description of the "other" receipt.

**BOX 4a** Enter the amount of each monetary contribution.

**BOX 4b** Enter the fair market value of each in-kind contribution of goods, services, or discounts along with a detailed explanation of what was given in-kind.

**BOX 4c** Enter the amount of each "other" receipt (such as interest on a checking account).

**BOX 5** Enter the cumulative contribution total (which includes both monetary and in-kind contributions) from each itemized contributor as of the current contribution.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 1A on the last page of the schedule. Transfer the totals from the last page of Schedule 1A to the appropriate lines in Column 1 of the Summary Page.*

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## PAC RECEIPTS SCHEDULE 1B

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the full name and complete address of the permanent committee. (Enter the official name of the PAC and not an acronym the PAC may be known to use.)

**BOX 2** Enter the major business, social, or political interest represented by the PAC.

**BOX 3** Enter the date of receipt (Month/Day/Year) of the monetary or in-kind PAC contribution.

**BOX 4a** Enter the amount of each PAC monetary contribution.

**BOX 4b** Enter the fair market value of each in-kind PAC contribution of goods, services, or discounts along with a description of what was given in-kind by the PAC.

**BOX 5** Enter the cumulative contribution total (which includes both monetary and in-kind contributions) from each PAC as of the current contribution.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 1B on the last page of the schedule. Transfer the totals from the last page of Schedule 1B to the appropriate lines in Column 1 of the Summary Page.*

**Campaigns must be aware that permanent committees affiliated by by-law structure or by registration are considered as one (1) committee for the purposes of applying contribution limits.**

**Campaigns cannot accept contributions from permanent committees which, in the aggregate, exceed fifty percent (50%) of the total contributions accepted by the campaign in any one election or ten thousand dollars (\$10,000) in any one election, whichever is the greater amount. The percentage of the total contributions or dollar amounts of contributions accepted by a candidate from permanent committees shall be calculated as of the day of each election. If a campaign has accepted more than ten thousand dollars (\$10,000) from PACs, refer to the candidate guide for the method used to calculate the PAC contributions percentage. The candidate guide details the procedures that must be used by the campaign if the PAC percentage is found to be in excess of the fifty percent (50%) limitation.**

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## EXECUTIVE COMMITTEE RECEIPTS SCHEDULE 1C

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the full name and complete address of the executive committee.

**BOX 2** Enter the date of receipt (Month/Day/Year) of the itemized monetary or in-kind executive committee contribution.

**BOX 3a** Enter the amount of the itemized executive committee monetary contribution.

**BOX 3b** Enter the fair market value of each in-kind executive committee contribution of goods, services, or discounts along with a detailed explanation of what was given in-kind by the executive committee.

**BOX 4** Enter the cumulative contribution total (which includes both monetary and in-kind contributions) from each executive committee as of the current contribution.

### BOX 5

- Enter the total of all **cash** receipts from executive committees and record the number of executive committee cash contributions this period on the spaces provided.
- Enter the total of all **unitemized** monetary receipts from executive committees and record the number of unitemized contributions this period on the spaces provided.
- Enter the total of all executive committee **cash** and **unitemized** receipts in Item 3a.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 1C on the last page of the schedule. Transfer the totals from the last page of Schedule 1C to the appropriate lines in Column 1 of the Summary Page.*

Campaigns cannot accept contributions from executive committees which, in the aggregate, exceed fifty percent (50%) of the total contributions accepted by the campaign in any one election or ten thousand dollars (\$10,000) in any one election, whichever is the greater amount. The percentage of the total contributions or dollar amounts of contributions accepted by a candidate from executive committees shall be calculated as of the day of each election. If a campaign has accepted more than ten thousand dollars (\$10,000) from executive committees, refer to the candidate guide for the method used to calculate the executive committee contributions percentage. The candidate guide details the procedures that must be used by the campaign if the executive committee percentage is found to be in excess of the fifty percent (50%) limitation.

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## CAUCUS CAMPAIGN COMMITTEE RECEIPTS SCHEDULE 1D

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the full name and complete address of the caucus campaign committee.

**BOX 2** Enter the date of receipt (Month/Day/Year) of the itemized monetary or in-kind caucus campaign committee contribution.

**BOX 3a** Enter the amount of the itemized caucus campaign committee monetary contribution.

**BOX 3b** Enter the fair market value of each in-kind caucus campaign committee contribution of goods, services, or discounts along with a description of what was given in-kind by the caucus campaign committee.

**BOX 4** Enter the cumulative contribution total (which includes both monetary and in-kind contributions) from each caucus campaign committee as of the current contribution.

### **BOX 5**

- Enter the total of all **cash** receipts from caucus campaign committees and record the number of caucus campaign committee cash contributions this period on the spaces provided.
- Enter the total of all **unitemized** monetary receipts from caucus campaign committees and the number of unitemized contributions this period on the spaces provided.
- Enter the total of all caucus campaign committee **cash** and **unitemized** receipts in Item 3a.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 1D on the last page of the schedule. Transfer the totals from the last page of Schedule 1D to the appropriate lines in Column 1 of the Summary Page.*

Campaigns cannot accept contributions from caucus campaign committees which, in the aggregate, exceed fifty percent (50%) of the total contributions accepted by the campaign in any one election or ten thousand dollars (\$10,000) in any one election, whichever is the greater amount. The percentage of the total contributions or dollar amounts of contributions accepted by a candidate from caucus campaign committees shall be calculated as of the day of each election. If a campaign has accepted more than ten thousand dollars (\$10,000) from caucus campaign committees, refer to the candidate guide for the method used to calculate the caucus campaign committee contributions percentage. The candidate guide details the procedures that must be used by the campaign if the caucus campaign committee percentage is found to be in excess of the fifty percent (50%) limitation.

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## DISBURSEMENTS SCHEDULE 2

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the name and complete address of any person or business that receives a payment of more than \$25. If the payment is to an individual, Box 1 must also list the occupation of this person.

Payment of **any amount** to a person for hauling voters must be made by check and detailed on this schedule.

**BOX 2** Enter the purpose of the disbursement. The purpose of a disbursement must be disclosed regardless of the amount.

The purpose must be specific.

When a single payment is made for various types of expenses or reimbursements, each item of the total expense must be described individually.

**BOX 3** Enter the date of the disbursement check. The date a disbursement is made must be disclosed regardless of the amount.

**BOX 4** Enter the amount of the disbursement. The amount of a disbursement must always be disclosed and any disbursement in excess of \$25 must be made by check.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 2 on the last page of the schedule. Transfer the totals from the last page of Schedule 2 to Line 3 on Column 1 of the Summary Page.*

**When the campaign receives a refund, it should be shown on this statement as a “disbursements adjustment” and not on Schedule 1A as an “other receipt.” The amount of the refund is subtracted from disbursements so the campaign’s cumulative disbursements are not overstated on the Summary Page.**

**The repayment of a candidate loan is reported as a “receipts adjustment” on Schedule 1A, and is not reported as a disbursement on Schedule 2.**

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## EVENTS SCHEDULE 3

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the name of the person(s) sponsoring the event and the address where the activity was held.

**BOX 2** Enter a description of the event or fundraising activity that took place.

**BOX 3** Enter the date the event was held. For events held over multiple dates, such as the sale of campaign paraphernalia, enter the beginning and ending dates.

**BOX 4** Enter the total receipts for the event. All event receipts must **also** be itemized on Schedule 1 or be included in unitemized, cash, or anonymous cash totals on the Summary Page.

**BOX 5** Enter the total cost of the event. The costs associated with each event should **also** be included as disbursements on Schedule 2 or as in-kind contributions on Schedule 1.

**Each fundraising activity or event must be listed separately. This schedule must be filed with the Election Finance Statement covering the period in which the fundraising activity or event took place, and is for informational purposes only. All receipts in excess of \$100 must be itemized on Schedule 1, and all other fundraiser receipts must be included in either unitemized, cash, anonymous, or in-kind receipts on the Summary Page. All costs incurred in connection with the fundraising activities or events must be included on Schedule 2, or as in-kind contributions on Schedule 1A.**

**An Event is a testimonial affair, dinner, luncheon, rally, or similar events, mass collections and the sale of items such as buttons, hats, ties, literature and similar materials. For sale of items, list the date the sales began through the date the sales ended in Box 3.**



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## DEBTS AND OBLIGATIONS SCHEDULE 4

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### TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or campaign committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

**BOX 1** Enter the name and address of the party to whom debt is owed. List each debt or obligation on a separate line.

**BOX 2** Enter the type of debt or obligation. This could be something such as “candidate loan” or “prepaid advertising.” Unpaid bills and written contracts or agreements to make expenditures are also considered debts and must be reported here.

**BOX 3** Enter the date the debt was incurred or the loan was made.

**BOX 4** Enter the original amount loaned to or unpaid by the campaign.

**BOX 5** Enter the total of the debt repaid during prior reporting periods.

**BOX 6** Enter the total of the debt or loan repaid during this period. For a debt owed, this amount would also be recorded on Schedule 2 as a disbursement. For a loan repayment, this amount would also be recorded on Schedule 1A as a “receipts adjustment.”

**BOX 7** Enter the original amount less prior payments and payments this reporting period (Box 4 minus Box 5 minus Box 6 equals Box 7). This is the outstanding amount owed on each debt or obligation. Continue reporting each debt or obligation on Schedule 4 until it has been retired.

*Subtotal each page of the schedule at the bottom of the page. Total all pages of Schedule 4 on the last page of the schedule. Transfer the total from the last page of Schedule 4 to Line 5 of the Summary Page.*

**Each debt and obligation must be listed separately and this schedule must be filed with the Election Finance Statement.**